



Goddard Space Flight Center

file

NO. GMI 1800.1C

DATE May 22, 1979

MANAGEMENT INSTRUCTION

TITLE : GODDARD'S OCCUPATIONAL MEDICINE AND ENVIRONMENTAL HEALTH PROGRAM

1. PURPOSE

This Instruction prescribes the policy and responsibilities for the Goddard Occupational Medicine and Environmental Health Program.

2. AUTHORITY

NMI 1800.1B, "NASA Occupational Medicine Program."

3. POLICY

The Goddard Space Flight Center's (GSFC) Occupational Medicine and Environmental Health Program is designed to provide an effective means of fulfilling the health requirements of employees in the varied environmental work situations which exist at Goddard and its offsite locations. This includes:

- a. protecting employees against health hazards in their work environment;
- b. determining the health status of employees to facilitate their placement;
- c. providing medical care and rehabilitation to the occupationally ill or injured;
- d. providing health education through professional guidance to prevent illness and promote good health among employees;
- e. referring employees to private physicians, dentists, and other community health resources for services not provided in the Occupational Medicine and Environmental Health Program;
- f. conducting physical examinations and statistical analyses of medical histories to assure early detection of adverse trends so that preventive techniques can be applied; and
- g. providing medical representation from the GSFC to the medical community by coordinating with scientific groups and organizations in the area of occupational medicine and environmental health.

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4. RESPONSIBILITIES

- a. The Health and Safety Engineering Office, Administration and Management Directorate, is responsible for the administration and implementation of this program. It will be advised by the GSFC Medical Director of significant medical and environmental health matters which may have an impact on missions; operations, community relations; and the overall health and morale of employees.
- b. Supervisors will ensure that:
 - (1) employees are aware of the medical and environmental services provided under this program and encouraged to take advantage of them;
 - (2) employees who return to work after a period of illness or injury that totals 5 consecutive work days or more will report to the GSFC Health Unit for a medical evaluation prior to resuming work. The purpose of this requirement is to ensure that the employee does not aggravate a weakened or otherwise potentially harmful condition and that he does not constitute a health hazard to his fellow employees; and
 - * (3) employees participate in the job-related physical examination program, as appropriate, prior to undertaking potentially hazardous work and at regular intervals thereafter. They are also encouraged to do so prior to foreign travel.

5. SCOPE OF PROGRAM

The GSFC's Occupational Health Program includes preventive medicine and environmental health activities, as well as operation of the GSFC Medical Facility (Health Unit).

- a. Preventive medicine and environmental health activities include:
 - (1) periodic appraisals and inspection of the GSFC work areas by personnel skilled in the disciplines of industrial hygiene, radiological health, and environmental sanitation in order to detect and appraise health hazards. These inspections and appraisals, together with the knowledge of processes and materials used, provide current information on the health aspects of the work environment. Based on this information, appropriate recommendations will be made to management for preventive and control measures; and
 - (2) required pre-employment examinations of applicants to determine their physical ability to perform the duties of the position for which they are being considered. These examinations are

performed by the applicant's own physician, and the results are sent to the GSFC physicians for review. In cases where the employee will perform work in a potentially hazardous environment, the GSFC may also provide and require additional preplacement and termination examinations at Government expense.

(3) periodic examinations and health surveys including:

- (a) required examinations of employees occupationally exposed to hazards which may endanger their health, or who by the employee's unusual actions might endanger the health of others. Periodic examinations are necessary to assure the adequacy of control measures where the individual must work in a potentially hazardous environment;
- * (b) physical examinations given on a voluntary basis to all employees in accordance with NMI 1800.1B; and
- (c) physical examinations required (when deemed advisable by the medical staff or management) to ensure that the employee is physically capable of performing his assigned duties or those to which he may be assigned.

NOTE: Return to Work

Employees who return to work after a period of illness or injury that totals 5 or more consecutive work days are required to report to the GSFC Health Unit; and may be required to furnish a medical certificate or other evidence, which is administratively acceptable, as to his/her status.

- (4) disability retirement examinations (required to process disability retirement applications) conducted at the request of the Personnel Division;
- (5) operator's examinations required to affirm the fitness of the individual to drive Government vehicles or operate special types of equipment;
- (6) providing protective immunizations, as required, for official foreign travel and for the control of endemic or contagious diseases;
- (7) health counseling and education designed to encourage employees to maintain personal health and fitness and alert them to potential problems;
- (8) consultation with supervisors to help prevent problems related to their employee's health, including mental health;

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- (9) providing a physical fitness program to assist employees who need physical improvement from a medical standpoint, and to encourage employees to maintain a suitable degree of physical fitness to cope with occupational stress. This program includes guidance, as well as medical monitoring and observation of participants; and
 - (10) providing laboratory services for the analysis of biological and environmental samples commensurate with program needs.
- b. The operation of the GSFC Medical Facility (Health Unit) will include:
- (1) a fully equipped emergency room staffed by qualified personnel during normal daily working hours to enable emergency diagnosis and first treatment of illness or injury which becomes necessary within the competence of the professional staff and facilities of the Health Unit. This care is available to any person at the GSFC. Emergency after-duty hours support is available through local rescue squads and the Prince George's County Medical Bureau when a physician is needed;
 - (2) subsequent treatment of Civil Service employees as authorized by the Bureau of Employee Compensation, Department of Labor;
 - (3) limited medical treatment provided to employees who become ill on the job when such treatment may reduce the amount of time lost. This treatment is limited to that required to keep the employee at work and does not include repetitive treatment of chronic disorders;
 - (4) special treatment of employees upon mutual agreement with the employee's private physician, when such treatment is clearly in the best interests of the Government. Such treatment furnished solely for the convenience of employees is not authorized. Required medication, in all authorized cases, will be provided by the employee or his private physician;
 - (5) professional consultation and coordination of employees' health problems with their supervisors, as necessary, to eliminate or correct environmental health problems;
 - * (6) maintenance of medical records under the control of, and used only by, the responsible NASA or NASA contractor professional medical personnel. Confidentiality will be maintained in accordance with Civil Service Commission Regulations and the Privacy Act of 1974. Upon receipt of a request signed and presented by an employee, or upon receipt of a notarized designation by an employee for a third party to receive access to the employee's medical record, such access will be permitted; and/or a copy of the record furnished to the employee or third party so designated;

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- (7) control and record keeping of the receipt, custody, and issuance of all habit-forming drugs by the physician in charge of the Health Unit;
- (8) emergency transportation of patients to a suitable medical facility in cases where the necessary first treatment is outside the competence of the available health service staff, or requires facilities not available. This includes transportation as required after first treatment. An ambulance located within the Center is available from 7:45 a.m. to 5 p.m. Monday through Friday, excluding holidays, for emergency transportation. Emergency support is available through local rescue squads and the Prince George's Fire Board during other than these hours, and as backup during normal hours; and
- * (9) medical support to contractor employees, including examinations, may be provided to contractor employees if it has been determined, based on a comparative cost analysis, that the support is advantageous to the Government, or such support is the most feasible of the available alternatives. This support must be approved by the Chief, Occupational Medicine, NASA Headquarters in accordance with NMI 1800.1B.

6. AVAILABILITY

Copies of this Instruction have been distributed to the Goddard Management Manual holders. Additional copies may be obtained from the Administrative Support Branch, Code 251.

7. FILING INSTRUCTIONS

File this GMI in numerical sequence in the Goddard Management Manual.

8. RESCINDED INSTRUCTION

GMI 1800.1B, same subject, dated December 11, 1973.


Robert S. Cooper
Director

*Changed by this revision

